



# Researching with Career Databases

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Available Titles

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## Careers & Education



### Exploring Career Clusters Online

Covers 16 broad occupational categories, offering information on more than 300 jobs through engaging videos and narrative.



### Top Careers with a Two-Year Degree Online

Covers the many in-demand careers in various industries that require only an associate's degree, plus tips for job success and financial aid.

## Current Issues



### Issues & Controversies

Explores hundreds of hot topics in politics, government, business, society, education, and popular culture.

## General Reference

[Chelsea House Biographies Online](#)

## Literature & Language Arts



### Bloom's Literary Reference Online

Examines great writers, important works, memorable characters, and influential movements and events in world literature.



### Writer's Reference Center

Provides the essential one-stop online reference for writers, with all the tools necessary to write and research effectively.

## Medical & Health



### Health Reference Center

Gives clear and comprehensive information on conditions and diseases, health and wellness, mental health, and the human body.

## Science & Mathematics

[Essential Chemistry Online](#)

# Options for each article

## Government Administration

Additional Databases

Home > Executive Assistant or Executive Secretary

### Executive Assistant or Executive Secretary

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#### Vital Statistics

**Salary:** Depending on the company, salaries can range from \$30,000 to about \$65,000. Median annual earnings for executive secretaries and administrative assistants are about \$35,000, according to 2006 figures from the U.S. Bureau of Labor Statistics.

**Employment:** This is a vast job market, likely to remain stable while growing more slowly than other occupations through 2014, according to the Bureau of Labor Statistics.

**Education:** A valuable two-year degree to get is an associate's in business with a concentration in executive assistant or executive secretary technology.

#### Related Video



[Business Career: Executive Assistant](#)

#### Read more about...

- [Doug Larson](#)
- [To be a successful](#)

# Exploring Career Clusters

- Overview
- History
- The Job
- Requirements
  - High School
  - Post Secondary
- Employers
- Starting out
- Advancement
- Earnings
- Work Environment
- Outlook

# Top Careers with a Two-Year Degree

- Vital Statistics
- Overview
- On the Job
- Do you have what it takes?
- How to break in
- Two-Year Training
- What to look for in a school
- The Future
- Job Seeking Tips
- Career Connections
- Associate Degree Programs
- Financial Aid
- Related Courses

# All articles are MLA cited

The screenshot shows a web browser window with the address bar displaying <http://online.factsonfile.com/business,-finance,-and>. The page content includes several paragraphs about scholarship opportunities from various organizations, such as the American Institute of Certified Public Accountants and the Association of Latino Professionals in Finance and Accounting. A red circle highlights the citation information at the bottom of the page, which includes the citation text, the record URL, and the citation format options (MLA and Chicago Manual of Style).

The American Institute of Certified Public Accountants. For a variety of scholarship information, search on "scholarships" at <http://www.aicpa.org> or check out <http://www.aicpa.org/nolimits/become/ships/AICPA.htm>. This Web site may include more scholarships for four-year programs than two-year programs.

The Association of Latino Professionals in Finance and Accounting offers scholarships to Latino students who are enrolled in a college program in the area of financial services or accounting. <http://www.alpfa.org>

The National Association of Black Accountants, Inc. offers scholarships to African-American college students getting a degree in accounting. [http://www.nabainc.org/pages/Student\\_ScholarshipProgram.jsp](http://www.nabainc.org/pages/Student_ScholarshipProgram.jsp)

The National Society of Accountants has scholarships available for students who are associate's degree candidates in accounting. <http://www.nsacct.org/foundation.asp>

### Related Careers

Bookkeeping, accounting, and auditing clerks work with financial records. Other clerks who perform similar duties include brokerage clerks, credit authorizers, payroll clerks, and bank tellers.

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# Now you try

## CHOOSE A CAREER

### Exploring Career Clusters

- ◉ Career
- ◉ 3 interesting facts
- ◉ Courses needed in HS
- ◉ Degree needed
- ◉ Earnings
- ◉ Outlook
- ◉ Environment

### Top Careers with a 2yr Degree

- ◉ Career
- ◉ 3 interesting facts
- ◉ Should have a love of...
- ◉ Degree needed
- ◉ Salary
- ◉ Future
- ◉ On the Job